



SELF STUDY REPORT

FOR

3rd CYCLE OF ACCREDITATION

SUREN DAS COLLEGE

**VILLAGE- DHOPARGURI, P.O.- HAJO, P.S.- HAJO, DISTRICT- KAMRUP
781102**

www.surendascollege.co.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

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1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Suren Das College, located in front of Dhoparguri Satra is in the state of Assam, and it is a premiere institute of higher education of greater Hajo area. The College is bordered by Lakhaitora river and its adjacent areas, to the North, Dhoparguri Satra to the East, Hajo-Nalbari road to the South, and agricultural land to the West. The College was established on 29th August, 1979 as Hajo Anchalik College by a group of visionaries and intellectuals, with intense desire and untiring efforts, to impart quality education. In the beginning, the classes were held in the premises of Hajo SBSKR Higher Secondary School. The College was shifted to its present site in 1984 on the land donated by Dhoparguri Satra. It was renamed as Suren Das College in 1985 after Late Suren Das, a philanthropic personality of the locality donated a two-storied building.

The College was affiliated to Gauhati University in 1984, brought under Deficit-grants -in -Aid system of the government of Assam in 1987, registered under 2(f) and 12(b) of UGC in 1998 and was provincialized as per Assam College Employees (Provincialisation) Act, 2005.

Programmes offered and faculty members

At present there are 36 programmes offered by the College under Gauhati University– 34 UG, 1 PG and 1 PG diploma course in Computer Application. All total 18 Departments are there in the College.

Apart from the UG and PG courses, two year Higher Secondary course in Arts Stream has also been offered under Assam Higher Secondary Education Council.

There are 38 faculty members against sanctioned posts and two full time teachers appointed by the governing Body of the College.

INFRASTRUCTURE:

The college has adequate infrastructure facilities for smooth functioning of academic and other activities. The college has 16 bighas of land which accommodates a two storeyed Arts block, a three storeyed Science block, a PG block, a two storeyed central library, a Seminar hall, one Auditorium, one indoor stadium, one Basketball court, one Gymnasium Hall, a two storeyed Girls hostel, a Girls' Common room, one boys' common room, one Canteen, one open Stage and a two wheeler Parking shed.

Vision

Empowering the rural masses through quality education and enabling the youths to meet the challenges of future.

Mission

- To develop competent, committed and compassionate leaders through education, knowledge and its dissemination.
- To strengthen the teaching learning process through innovative practices.
- To create good institutional infrastructure and excellent human resources.
- To impart entrepreneurial and lifeskills to students for enhancing employability.
- To develop the college through capacity building of the stakeholders.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. Communal harmony is congenial to good academic environment in the college
2. The college has filled up teachers' strength as per govt. norms who are qualified and dedicated.
3. The College has good accessibility and could be reached easily from all corners.
4. The College has adequate physical as well as IT-infrastructure to support the students and the other stakeholders of the college.
5. The College has adequate good Library as learning resources with a book bank
6. The College is 2(f) and 12 (b) registered, hence receive fund from the UGC and RUSA
7. The college has good rapport with the affiliating Gauhati University and the other academic and non-academic institutions.
8. The college has a good governance system in place.
9. The College receives sufficient community support.
10. The leadership of the college is dynamic, active and has clear vision to guide the college

Institutional Weakness

1. Because of poor economic background some of the students are engaged in other trades as well
2. The college has not sufficient fund generated from its own resources to support the poor and other students as required.
3. Students of good academic background of the locality have the general tendency to move for higher education in the metropolitan city of Guwahati for nearness from Hajo where our college is located.
4. Department-wise strength of sanctioned teaching staff is not adequate.
5. The college has not adequate sanctioned supporting staff in the administrative office.
6. The College has not introduced sufficient employment generation programmes for paucity of its own fund.

Institutional Opportunity

1. Because of poor economic background some of the students are engaged in other trades as well
2. The college has not sufficient fund generated from its own resources to support the poor and other students as required.
3. Students of good academic background of the locality have the general tendency to move for higher education in the metropolitan city of Guwahati for nearness from Hajo where our college is located.
4. Department-wise strength of sanctioned teaching staff is not adequate.
5. The college has not adequate sanctioned supporting staff in the administrative office.

6. The College has not introduced sufficient employment generation programmes for paucity of its own fund.

Institutional Challenge

1. The College is dependent on govt. fund.
2. Mushroom growth of private institutions in the surrounding areas.
3. The college has large number of students from the marginalized sections of the society, many of whom are first generation learners.
4. The girl-students are victims of early marriage and less motivated for higher studies due to ignorance and illiteracy of parents and Socio-religious and cultural issues.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

The First Criteria of the SSR deals with various aspects related to curriculum design and delivery mechanism of the institution. In this criterion a detailed description of the planning for effective delivery of the prescribed curriculum at our institute is given. Our institute formulates academic planning at the beginning of each Academic Session. Each academic activity is done by strictly following the Academic Calendar. Planning for effective curriculum delivery consists of orientation of the students about the Program Outcome (PO) and Course Outcome (CO), systematic documentation including Class Routine, Teaching Plan and Log book, ICT log book etc.

Continuous Internal Evaluation (CIE) is an integral part of curriculum delivery at our institute. CIE is done both at the Institutional as well as departmental level. Sessional examination is conducted centrally and Class tests, Presentations, Group discussions etc. are conducted departmentally. Records of CIEs are kept in documented manner.

A detailed description of add on courses offered by the institution as part of Academic Flexibility is also given. Our institute has been offering a number of add-on courses like Basic Computer Application, Certificate in Office Automation, Cutting and Knitting etc.

Efforts have also been made to achieve the objectives of Integration of crosscutting issues relevant to Professional Ethics, Gender, Human Values and environmental Sustainability into the curriculum of various subjects. Several Practical steps have been taken by our institute through organization of various events, seminars and Workshops etc.

This criterion also includes a detailed report of the participation of students in project work and field work conducted by various departments. The criterion ends with a description of the Feedback system of the institute. Feedbacks are centrally collected from Students, Guardians, Alumni and Teacher centrally by the IQAC of the College.

Teaching-learning and Evaluation

The college has a good academic environment for fostering knowledge and empowering the rural masses through quality education. The college attracts students of different economic and socio-cultural background from Hajo and its neighbouring districts.

Admission into different programs is based on the intake capacities. The reserved seats for various categories including SC, ST, OBC, Divyangjan, etc. are also maintained by the college as per reservation policy of the state government. The college has a satisfactory Student- Full time teacher ratio of 31.2: 1 and almost all the sanctioned posts are filled up with well-qualified teachers having PhD/NET/SLET.

For effective teaching and learning process, the college follows different student centric methods such as experiential, participative, problem-solving etc. To enrich students' knowledge, they are encouraged to participate in different activities such as workshops, seminars, field trips, exchange programs etc. The college also promotes creativity amongst the students by indulging them in various literary and cultural activities.

The college has a transparent mechanism for conduct of examinations as evidenced by the concerned rules and regulations available in the college website. There is a fair grievance redressal system for promptly and efficiently addressing the examination related grievances in the greater interest of the students. There is scope for re-evaluation and re-examination of internal examinations as per the Gauhati university norms.

The college follows continuous internal evaluation (CIE) to promote students' performance and learning outcome. All the courses in the college have well-defined course and program outcomes which are stated to the students through class deliberations and orientation programs at the beginning of the courses and are also displayed in the respective departmental webpages. The POs and COs are communicated to the students with a purpose of creating awareness about what is expected of them to learn during and after the completion of the course. The attainment of CO and POs are evaluated through proper evaluation mechanism. The pass percentage of the students is satisfactory and this is reflective of the achievement of PO. The college regularly conducts and analyses students' satisfaction survey.

Research, Innovations and Extension

The College has been pursuing and encouraging students to undertake undergraduate field-based research activity under guidance of faculty members of their respective departments. The College constitutes a Research Cell and this cell takes initiatives to publish research journal well as to inspire faculty members to publish research article in the UGC-CARE list, SCOPUS etc.

The College has a healthy ecosystem for promotion of innovation. The faculty members of the college are resourceful to guide the students to innovation.

The IIC of the college has conducted exposure visit of students to scientific incubation units, different seminars on Intellectual property rights, orientation programs etc. The outcome of innovation initiatives of the college is evident in the success- story of some students who won prizes and awards from different organisations and agencies for their innovative models.

The College has organised various workshop/seminars/webinars such as seminar on Right To Education, NEP 2020 etc. The faculty members of the College contribute publishing books, research articles, book chapters etc.

The NSS Unit organised Camps in the neighbourhood on issues of health and hygiene. Mask sanitizer distribution, food relief distribution and cleanliness drives were organised during Covid 19 pandemic. “Swachhta Hi Sewa” programme was organised at the adopted Kaibartatola Village. Blood check-up camps were conducted by the B.Voc. department.

In order to sensitize the students to the socially relevant issues, the college ensured engaging the students in the various extension programmes. Surveys, field study, field visit, and awareness campaign, etc. were conducted on socio-politico-economic and environmental issues. Govt. initiatives such as “Swachh Bharat Campaign” were conducted with sincerity.

For holistic development of the students, Yoga Day was celebrated with community people. For mental wellbeing, students were encouraged to participate in various competitions and programmes organised in the locality. For spiritual development, leading personality from the community was invited on various occasions to enlighten the students on moral values, etc.

The Institution has signed MoUs with Nowgong Girls’ College, University of Science and Technology, AMTRON, Indian Skill Academy, GIS and MSME in academic training and placement purposes which are active and operational till date.

Infrastructure and Learning Resources

SSR Criteria IV i.e. Infrastructure and Learning Resources includes available physical facilities, ICT infrastructure and learning resources of the college. To highlight the physical facilities of the college, discussion has been made on whole available infrastructure of the college including with and without ICT enable classrooms, laboratories, smart class room, seminar hall, library, indoor stadium, basket-ball Court, playground and auditorium. Similarly, cultural facilities as well as cultural activities of the college are also included during the period 2017-18 to 2021-22. In last five years the college has get an Auditorium, an Indoor Stadium, a Basketball Court, a new Canteen building, boundary wall and the library building was renovated.

Library is an important part of the college. The college library is placed in a separate building has 20500 text as well as reference books. The library is partially automated using SOUL software. The library is also an active member of InflibNet. It enables both the students and teachers to access e-resources of their needs. A digital library is also open in which documents like college publications, faculty publications, copies of Minor Research Projects, question papers of GU exams, rare collections are stored for easy access.

The college has made remarkable progress in developing ICT enable facilities in the last five years. Most of the office related activities are done through online mode. Free wi-fi facilities are provided for both the students and faculties. For transaction of online classes, a smart classroom was opened and projectors are installed in four classrooms.

The college has pay special emphasis on maintenance of both the physical and academic facilities of the college in the last five years.

Student Support and Progression

SSR Criteria V, i.e. student support and progression includes Govt. as well as institutional policies taken for the

benefit of students in times of scholarship, free ship, capacity building initiatives, counseling, grievance redressal, students' placement and progression, students' participation in sports and culture and alumni's contribution to the society and institution. During the last five years 3653 students got freeship and 220 nos. of students were benefitted by different scholarship scheme. For Skill Enhancement & Capacity Building of students, 211 nos. of events were organized. Initiatives for guidance for competitive examinations & career counseling have been taken by inviting resource persons like Thanewar Malakar, Retd. IAS, Ex- Deputy Commissioner, Mohan Chandra Malakar (IFS), Brigadier Ranjit Barthakur, Arabinda Kalita (IPS) and Dr. Anjan Choudhury from Skill India.

Veteran Academician Prof. (Dr.) Amarjyoti Choudhury, Hon'ble Vice Chancellor, Assam down town University, motivated the students to face the academic challenges during Covid pandemic on 14.7.2020. Prof. (Dr.) Mihir Kanti Choudhury, Academic Advisor, Govt. of Assam, enlightened our students on NEP 2020.

Students participated in 123 numbers of sports and cultural events during the last five years. Hargobinda Kalita, one of our students participated in national level programmes too. Nipu Klaita and Nazma Sultana participated in university level NSS Integration Camp. Our college hosted the G.U. intercollege youth festival in 2018-19, kabaddi and archery competition. Alumni association of our college helped our college significantly. Manoj Medhi, an alumni and entrepreneur of our college contributed the entire iron material for the construction of MLT Lab. On 2.7.22, International Kick Boxing Day was celebrated with the initiative of our alumni Kishor Das and Pravat Das. Our alumni also organized a webinar on "Covid Problems and Management: Prevention and Prophylaxis" on 23.6.21.

We have a Grievance Redressal Cell that redressed the grievances of our students in an amicable way.

Governance, Leadership and Management

Our college strives to fulfill the vision of those noble souls who established the college under public initiatives, hence endeavoured to fulfill the objectives of the vision of the college, which is to empower the rural masses, through missions like imparting of quality education by way of strengthening the teaching-learning process, creation good institutional infrastructure, and imparting of entrepreneurial and life skills.

The visions could be realized through good governance. As a provincialised college of the Assam government, we follow fair governance as per the policies of the government in matters of college administration. UGC regulations and RUSA guidelines are also followed. For conduct of examination and evaluations, the affiliating Gauhati University guidelines are followed. The governing Body of the college is the highest decision making body at the college level and Principal is its Member Secretary. The college has participated in NIRF and ARIIA in order to set benchmarks in quality.

The college has adopted e-governance policy in all aspects of the college administration. The college received grants from UGC, RUSA and government of Assam. The college maintains finance and accounts systematically and conducts audits regularly as per govt. rules. All transactions are strictly made as per govt. rules and funding agencies

The college has undertaken rigorous academic activities for faculty and student empowerment. Community centric activities were conducted through NSS and various wings of the college. The college follows outcome based learning and always tries to ensure learning outcome of the students. Collaborative activities were taken up through signing of MOUs. To enhance employability of the students, initiatives in entrepreneurship and

skilling were taken.

The college prepared a Perspective plan for the period 2016 -2021, converted into yearly strategic plans and implemented through decentralisation of governance and participative management. These activities were undertaken through due approval of the college Governing Body.

The College has a well structured IQAC that ensures internal quality of the college through various initiatives round the year. The leadership of the college encourages all and believes in working as a team to achieve the desired objectives.

Institutional Values and Best Practices

Gender equity and sensitisation has been taught according to the syllabus introduced by the Gauhati University. The institution promotes gender equity & sensitization through various co-curricular activities. Further, CCTVs, separate common rooms & toilets, day care centre etc. are also available.

To make the students aware of the national pride and rich cultural heritage, the institution celebrates national and international commemorative events like Independence Day, Republic Day, Teachers' Day etc.

For energy conservation, the institution has installed solar power plant. All the traditional bulbs have been replaced by LED bulbs and tubes. Rain water harvesting unit is also constructed for water conservation. Sufficient measures for management of the various types of wastes have been taken. Dustbins are placed for the collection of various wastes.

The college always tries to provide a sound environment to differently-abled persons. The college provides facilities like ramps, disabled-friendly washroom, wheel chair, walking stick etc. to those persons.

The institutional environment initiatives are confirmed through green audit/environmental audit, plantation drives, seminars, field trips etc. Campus cleanliness drives are also undertaken. Beyond the campus, environmental promotion activities like plantation drives, awareness meeting etc. are conducted.

Initiatives have been taken to foster tolerance and harmony towards socio-cultural diversities. Students are taught about these diversities and rich cultural heritage of India through various activities. College Foundation Day, Constitution Day, National Voters Day, Human Rights Day, Rashtriya Ekta Divas etc. are celebrated to sensitize the students and employees towards their constitutional obligations.

The college was established with a vision to empower the rural masses. The common people especially the women folk of the surrounding areas of the college are underprivileged. On the other hand, it is an urgent need to make our students aware of a sustainable environment in the college campus. Hence, the institution has adopted best two practices i.e. **Empowering the Community through the College Initiatives** and **Eco-friendly Green Campus**.

As a rural institution, our area of distinctiveness is in creating entrepreneurial mindset and innovative ideas among rural youths. Accordingly, the college regularly undertakes a number of initiatives and hence, the college **established Institution's Innovation Council** and **YuvaArohan**.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	SUREN DAS COLLEGE
Address	Village- Dhoparguri, P.O.- Hajo, P.S.- Hajo, District- Kamrup
City	HAJO
State	Assam
Pin	781102
Website	www.surendascollege.co.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Hiranya Kumar Sarma	0361-2820341	9435124475	-	surendascollege@gmail.com
IQAC / CIQA coordinator	Ripima Buzarbaruah	-	9101560942	-	ripbbaruah@gmail.com

Status of the Institution	
Institution Status	Government

Type of Institution	
By Gender	Co-education
By Shift	Regular Day

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details

State	University name	Document
Assam	Gauhati University	View Document

Details of UGC recognition

Under Section	Date	View Document
2f of UGC	01-05-1998	View Document
12B of UGC	01-05-1998	View Document

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
No contents				

Recognitions

Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus

Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Village- Dhoparguri, P.O.- Hajo, P.S.- Hajo, District- Kamrup	Rural	9.9	11551.85

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BA,Assamese	36	HSSLC	Assamese	40	28
UG	BA,Assamese	36	HSSLC	Assamese	80	17
UG	BA,English	36	HSSLC	English	35	16
UG	BA,English	36	HSSLC	English	250	129
UG	BA,Economics	36	HSSLC	English + Assamese	40	11
UG	BA,Economics	36	HSSLC	English + Assamese	150	11
UG	BA,Education	36	HSSLC	English + Assamese	40	29
UG	BA,Education	36	HSSLC	English + Assamese	270	270
UG	BA,Geography	36	HSSLC	English + Assamese	60	53
UG	BA,Geography	36	HSSLC	English + Assamese	20	7
UG	BA,History	36	HSSLC	English + Assamese	20	2
UG	BA,History	36	HSSLC	English + Assamese	80	21
UG	BA,Linguistics	36	HSSLC	English + Assamese	60	2
UG	BA,Folklore	36	HSSLC	English + Assamese	80	23
UG	BSc,Mathematics	36	HSSLC	English + Assamese	100	30
UG	BA,Mathematics	36	HSSLC	English + Assamese	20	0
UG	BSc,Mathematics	36	HSSLC	English + Assamese	40	18

UG	BSc,Botany	36	HSSLC	English + Assamese	100	92
UG	BSc,Botany	36	HSSLC	English + Assamese	40	15
UG	BSc,Chemistry	36	HSSLC	English + Assamese	40	28
UG	BSc,Chemistry	36	HSSLC	English + Assamese	100	91
UG	BSc,Physics	36	HSSLC	English + Assamese	100	32
UG	BSc,Physics	36	HSSLC	English + Assamese	40	9
UG	BSc,Zoology	36	HSSLC	English + Assamese	100	71
UG	BSc,Zoology	36	HSSLC	English + Assamese	40	39
UG	BA,Arabic	36	HSSLC	English + Assamese	50	0
UG	BA,Philosophy	36	HSSLC	English + Assamese	100	93
UG	BA,Political Science	36	HSSLC	English + Assamese	40	35
UG	BA,Political Science	36	HSSLC	English + Assamese	250	204
UG	BCA,Computer Science	36	HSSLC	English + Assamese	30	10
UG	BA,Computer Science	36	HSSLC	English + Assamese	30	6
UG	BVoc,Bachelor Of Vocation	36	HSSLC	English + Assamese	60	0
UG	BVoc,Bachelor Of Vocation	36	HSSLC	English + Assamese	60	0
UG	BVoc,Bachelor Of Vocation	36	HSSLC	English + Assamese	60	48

PG	MA,Political Science	24	GRADUATE	English	30	21
PG Diploma recognised by statutory authority including university	PGDCA,Computer Science	12	GRADUATE	English + Assamese	50	2

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	0				3				36			
Recruited	0	0	0	0	2	1	0	3	14	21	0	35
Yet to Recruit	0				0				1			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				2			
Recruited	0	0	0	0	0	0	0	0	0	2	0	2
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				14
Recruited	6	0	0	6
Yet to Recruit				8
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	8	1	0	9
Yet to Recruit				0

Technical Staff				
	Male	Female	Others	Total
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	2	1	0	4	12	0	19
M.Phil.	0	0	0	0	0	0	4	5	0	9
PG	0	0	0	0	0	0	6	4	0	10
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	2	0	2
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male		Female	
	Others		Total	
	8		3	
	0		11	

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	596	0	0	0	596
	Female	618	0	0	0	618
	Others	0	0	0	0	0
PG	Male	10	0	0	0	10
	Female	22	0	0	0	22
	Others	0	0	0	0	0
PG Diploma recognised by statutory authority including university	Male	1	0	0	0	1
	Female	1	0	0	0	1
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	61	42	45	75
	Female	89	78	90	97
	Others	0	0	0	0
ST	Male	2	2	1	1
	Female	1	1	0	1
	Others	0	0	0	0
OBC	Male	54	32	34	38
	Female	65	63	75	50
	Others	0	0	0	0
General	Male	414	258	300	375
	Female	421	318	355	402
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		1107	794	900	1039

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	<ul style="list-style-type: none"> • The vision of the institution to transform itself into a holistic multidisciplinary institution is to empower the rural masses through quality education and enabling the youths to meet the challenges of future. • The institution offers credit based courses having flexible and innovative curriculum. Various departments conduct community and environmental projects and activities by engaging the local community. • The institution will integrate multidisciplinary flexible curriculum as per the guidelines of Gauhati University. All strategies and Guidelines made by the Gauhati University are followed by our institution and which will be followed in future. • The institution plans to have
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	more research projects (major & minor) in future along with providing PhD supervision which will contribute to the research endeavour as a whole.
2. Academic bank of credits (ABC):	The institution's preparedness in implementation of academic bank of credit depends upon the guidelines of the affiliating university and the higher education department of Assam. For this purpose, a centralized data base of the students is already maintained and it would be followed to digitally store the academic credits earned by the students.
3. Skill development:	<ul style="list-style-type: none"> • The institution has introduced an undergraduate course MLT (Medical and Laboratory Technician) and Dress Designing under B.Voc and various add-on courses are also being run in order to promote multidisciplinary/ interdisciplinary approach in view of NEP. • Gauhati University has already prescribed various skill enhancement papers to every department at UG level of education under the CBCS systems, which are already being followed by the institution. All skill papers are open for all students as choice based. • To inculcate value based education and create positivity among the students, the institution celebrates International Yoga day, Environment Day, World Health day, International Women's Day, world Aids Day etc. • List of Vocational course before graduating by the institution— i. Computer Application ii. Cutting Knitting iii. MLT
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Indian knowledge system shall be integrated fully once the Govt. of Assam instructs the institution in this regard. The affiliating Gauhati University shall take initiatives to integrate the Indian knowledge system in the curriculum. As of now, the institution has some units in its curriculum on Indian knowledge system.
5. Focus on Outcome based education (OBE):	As per visions envisaged in the NEP the college cell strive to implement fully outcome based education in a methodological way as shall be structured by Govt. and the affiliating University. The college is prepared to implement OBE. Already the college has institutionalized OBE as a good practice of teaching-learning.
6. Distance education/online education:	The college has one study centre under Krishna Kanta Handiqui State Open University. But the college is committed to fully implement online education system through installation of proper

infrastructure. The college has strive to start courses for students under MOOCS. The college shall fully implement online/distance education for the students and teachers. Govt. instructions will be followed.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
1248	1107	794	900	1039

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 46

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2

Number of teaching staff / full time teachers year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
40	39	25	20	22

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
121.82	168.91	152.32	205.08	186.29

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Suren Das College, Hajo is affiliated to Gauhati University and as such follows curriculum of different subjects designed and developed by the parent University. The institute formulates an academic plan at the beginning of the academic session for a learner-centric curriculum delivery process. The plan for effective curriculum delivery consists of timely completion of course contents, conduct of CIE and systematic documentation of all the academic activities by strictly following the academic calendar of the institute. The Curriculum planning and delivery mechanism of the college includes the followings-

- At the beginning of the session, students are oriented about the Program Outcome (PO) and Course Outcome (CO) of each subject by the respective department.
- All classes are conducted by following a well-structured class routine. The General Class Routine is prepared by the Academic Cell and every department prepares their own Class Routine.
- Every department has a Departmental advisory Committee which conduct departmental meetings to distribute classes and courses and formulates own departmental Academic Calendar.
- Academic Calendar of the college is prepared by the Academic Cell based on the Academic Calendar of the parent University.
- Departmental Academic calendar is formulated based on the Academic Calendar of the College by incorporating Class Tests and other activities including CIE.
- Each department prepares **Teaching Plan** for timely completion of the courses.
- Detailed descriptions of classes conducted by the faculties are kept in the form of **Log Book** on daily basis.
- Apart from the conventional teaching methods, faculties have been using ICT tools like smart classroom and online platforms like Google Meet.
- Bridge Courses are provided by some departments for needy students.
- Tutorial Classes are conducted by each department.
- Field visit and excursions are conducted regularly for the courses where required.
- Practical Classes are done in well-equipped laboratories.
- Free Wi-Fi facility is provided to all the students.
- Continuous Internal Evaluation (CIE) is done both at the Institutional as well as departmental level. Sessional examination is conducted centrally and Class tests, Presentations, Group discussions etc. are conducted departmentally. Records of CIEs are kept in a systematic documented manner.
- Based on the performances in CIE, students are categorized as Slow Learner and Advanced Learner and accordingly steps are being taken by each department.
- Text books and references are provided through central library. The library has subscription to INFLIBNET and E-Shodh Sindhu.
- The college has a mentor-ward system where each student is assigned a faculty as mentor for guidance. .
- Examination related grievances are resolved by the departments with the help of concerned cell and

committees.

- End semester students are given coaching for various competitive examinations like TET & Civil Services etc.
- Before commencement of the final examination, every department submitted Course Completion Certificate to the IQAC.

At the end of the session, Academic & Administrative Audit is conducted. In 2020-21, Academic Audit was done through external Evaluator.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.2 Academic Flexibility

1.2.1 Number of Add on /Certificate/Value added programs offered during the last five years

Response: 11

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.2.2 Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years

Response: 9.75

1.2.2.1 Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
105	0	124	140	127

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.3 Curriculum Enrichment

1.3.1 Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Response:

The Curriculum designed by the affiliating university includes a number of courses on Gender, Human values, Professional ethics and Environmental issues. Apart from giving theoretical and ideological knowledge through academic exercises and curriculum delivery, our institution has been taking continuous efforts to make the students aware and responsible towards the issues related to Gender, Human Values, Environment and Sustainability and Professional Ethics by conducting various events and programmes.

Courses on Gender issues:

Gender equity and sensitisation have been taught in our institution in different subjects incorporated in the syllabus designed by the parent university. For example Women Power and Politics (Paper code: POL-HE-6036), Feminism: Theory and Practices, Women and Education (Paper code: EDU-HC-6046), Population and Settlement Geography (Paper code : GGY-RC-4026), Political and Social Philosophy (Paper code : PHI-HC-4036), History of India (c.1206-1757) (Paper code: HIS-HG- 4016), Social and Economic History of Assam (HIS-HC-6026), Women's Writing (Paper Code: ENG-HC- 5026) etc. are the courses which integrate gender related issues in its curriculum.

Courses on Environment related issues:

Several courses on Environmental issues have been taught in our institution which is integrated by the parent university in the course curriculum. For Example, Environmental Studies (ENV-AE-2014) has been compulsorily taught to Second Semester students of BA, B.Sc. and B.Voc. programmes. Likewise, Environmental Geography and Disaster Management (GGY - HC - 4016), Human Geography 402(M) Environment and Development 601 (M), Emerging Issues in Education (EDU-HC-4036), Environment and Population Education 501(G), Environment and Politics (POL 4066), Principles of Ecology (ZOO-HC-1026), Fish and Fisheries (ZOO-HE-6026), Wildlife Conservation and Management (ZOO-HE-6046), Ornamental Fish and Fisheries (ZOO-SE-3014), Apiculture (ZOO-SE-3024), Non-Mulberry Sericulture (ZOO-SE-4014) etc. are the courses on environmental issues taught in our institution.

Human Values and Professional Ethics:

Courses on the issues on Human values and Professional Ethics like Oral Literature (FOK-RC-2016), Material Culture (FOK-RC-3016), Folk Social Customs and Performing Art (FOK-RC-4016), Ethics (PHI-RC-3016), Politics Of Social and New Social Management (POL 3036), Political Ideas and Ideologies (POL 3076), Byabaharik Asomiya (ASM-HC-3014), Teacher Education in India (EDU-HE-5046), Value and Peace Education (EDU-HC-3036) etc. are included in a number of papers of various subjects taught in our institution.

Apart from delivering the prescribed courses, our institution has been conducting several practical programs through the NSS Cell, Gender Sensitization Cell and Women's Cell, Green Campus Cell and IQAC and various departments of the College on issues related to Professional Ethics, Gender, Human Values and Environment and Sustainability.

As part of their professional obligations, our faculties are also actively engaged in different duties assigned by the Government like External Evaluator of Gunotsav, Supervising Officer of different examinations, Election Duties etc.

On environment related issues, during 2020-21, a Green Audit was conducted in our college. The report of the Green Audit was prepared by the Green Campus Cell of the college under the supervision of Dr. Partha Pratim Baruah, Professor, Department of Botany & Secretary, University Classes, Gauhati University.

A detailed reports of various activities conducted by different Cells and departments and Web Links are provided.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

1.3.2 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 58.49

1.3.2.1 Number of students undertaking project work/field work / internships

Response: 730

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

1.4 Feedback System

1.4.1 Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)

Response: Yes

File Description	Document
Upload supporting document	View Document

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1 Enrolment percentage

Response: 76.53

2.1.1.1 Number of students admitted year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
674	682	391	425	537

2.1.1.2 Number of sanctioned seats year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
920	950	520	600	550

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.1.2 Percentage of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the last five years (Exclusive of supernumerary seats)

Response: 40.34

2.1.2.1 Number of actual students admitted from the reserved categories year - wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
148	145	106	110	124

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
408	420	231	266	244

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.2 Student Teacher Ratio

2.2.1 Student – Full time Teacher Ratio (Data for the latest completed academic year)

Response: 31.2

2.3 Teaching- Learning Process

2.3.1 Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences using ICT tools

Response:

The institution follows different student centric methods for effective activity-based teaching and learning.

Experiential Learning

- Resource persons from various backgrounds share their experiences with the students which help them to enrich their knowledge that they can further apply in real-life situations.
- Programs like Webinars/Seminars and workshops are organized frequently that help students to develop their communication skills, management skills, etc.
- Practical knowledge of the students is also enriched by doing virtual practical classes. Amrita VishwaVidhyapeetham Virtual Lab is used by the science faculties of the college in addition to their usual college practical classes.
- Students actively participate in heritage tours, field studies, surveys, institutional visits, etc. which enhance their learning experience. The questionnaires for the surveys are prepared using ICT tools and students are also involved in the process.
- E-resources like N-list, e-books and e-journals, Shodhganga, National Digital Library etc. are used by the teachers and the relevant data are shared amongst the students.
- Students participate in organizing various academic and other events of the college.

Participative learning

- The students are exposed to hands-on training, laboratory experiments and guided projects.
- Activities such as group discussions are conducted to increase the involvement, rational thinking,

and leadership quality of the students.

- Students are shown academic videos to develop their knowledge of concerned subjects. Later, the topics of the videos are discussed in the class followed by assignments.
- Programs like online speech competitions, Quizzes, workshops are organized frequently for students.
- Faculty members prepare power point presentations and other materials like relevant videos etc. to deliver their lectures for creating best learning environment for students. At the same time, students are also encouraged to develop the skill of PowerPoint presentations on topics relevant to their course.
- Google Platform like Google form, Google classroom is used by the faculty members for sharing recorded lectures, learning materials and assignments etc. During Covid period, students were encouraged to submit assignments, projects etc. in google classroom and the sessional examinations were also conducted via online mode.
- Special provision of E-Ballot paper has been initiated by the Institute so that no student is deprived of exercising their voting rights in the election of the Union Body.
- Students also actively participate in different sports and cultural activities of the college.
- Students contribute literary contents to the College Magazine which is published annually and is edited by an editorial team comprising of students and teachers. Additionally, students are also involved in preparing the departmental wall magazines.
- Students actively participate in various cleanliness and plantation drives of the college.

Problem Solving Method

- In subjects like mathematics, Computer science, etc. assignments or presentation topics are generally given to find the solution to a specific problem to make them confident and competent to address practical problems in real life.
- Students give their feedback time to time in relation to management, curriculum, infrastructure and teaching-learning which enhances their ability of reasoning, analysis and critical thinking.
- Projects in special areas are given to the students to search the causes of the problems and find the solutions.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.4 Teacher Profile and Quality

2.4.1 Percentage of full-time teachers against sanctioned posts during the last five years

Response: 91.25

2.4.1.1 Number of Sanctioned posts / required positions for teaching staff/ full time teachers year wise during the last five years:

2021-22	2020-21	2019-20	2018-19	2017-18
41	41	26	26	26

File Description	Document
Upload supporting document	View Document

2.4.2 Percentage of full time teachers with NET/SET/SLET/ Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)

Response: 82.19

2.4.2.1 Number of full time teachers with NET/SET/SLET/Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
37	36	20	13	14

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.5 Evaluation Process and Reforms

2.5.1 Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The College has a transparent internal/external assessment mechanism and the grievance redressal system is efficient and time bound.

Mechanism of Assessment of Transparency

- There is an examination committee for effective conduct of examinations. Examinations are conducted as per the academic calendar prepared by the college based on the affiliating university. The committee develops the time schedule of the internal examinations and displays it on the notice board well ahead of the start of the exam. The external examinations are conducted as per the instruction of the affiliating university. Proper seat-plan is also arranged for the smooth conduct of the examinations and the attendance of the students is recorded. Utmost care is adopted to maintain

transparency.

- Teachers from different departments are engaged in invigilation duty during sessional and final examinations. The internal exam answer copies are evaluated and scrutinized by teachers and the results are declared within twenty days from the completion of the examination. Moreover, for proper transparency the answer sheets are shared with the students and the signatures are recorded in the registers. Results are displayed on the notice board.
- Confidentiality is maintained for both internal and external examinations. Question Papers of internal examinations are sealed and kept under the custody of examination committee and for external examinations Question Papers are kept in the police station.
- External examinations are conducted as per the guidelines of the university and for internal examinations the college has prepared its own guidelines which is available on the college website.
- A few departments have initiated rubric as an effective assessment tool to regulate students' progress and thereby monitor their performance with transparency.

Grievances redressal system

- All the grievances related to examination are promptly addressed by the examination related Grievance Committee as per their stipulated norms.
- Students are made aware about the process of grievance redressal during orientation.
- The students are given opportunity to redress their grievances concerning internal marks, if any. The students with grievance related to internal examination can meet the concerned subject teacher for their grievance to be resolved. Initially, the teacher allows the student to review the answer script to resolve the grievance. However, if the student is not satisfied, then there is provision for appeal. The aggrieved student can approach the Examination Cell. The cell along with the grievance redressal committee meets up the matter and ensure justice to the student.
- In case any student fails to appear in the sessional examinations due to some unavoidable reasons, the examination cell either fixes new schedules or authorizes the departments to hold examinations for those students with new question papers.
- In case of grievances related to the end semester examinations conducted by the parent University, the grievances are dealt with as per the University norms.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6 Student Performance and Learning Outcomes

2.6.1 Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website and attainment of POs and COs are evaluated

Response:

The College offers 36 numbers of programmes in Arts, Science and Vocational courses which incorporates wide-ranging knowledge, skills and abilities that students attain during their courses. All programmes

possess their own learning outcomes and those are displayed in their respective departmental webpage. The IQAC and respective departments organize workshops on Outcome Based Education (OBE) for designing of CO and POs. The departmental objectives and policies are reflected within the POs and COs. The College has its own website from where the students can get the necessary information about the POs and COs offered by the institute. All students are explained of the objectives and expected outcomes of their programme on admission and also through Orientation programs. The teaching plans also reflect the COs of different papers of the respective departments.

The college has adopted its own mechanism based on direct and indirect tools to assess the attainment of POs as well as COs in the institute:

- **Attainment of CO:** COs are defined and explained to the students at the beginning of the sessions. The conduct of classes is planned at the beginning of each semester. Teaching plans are framed for every subject and fixed time-frames are established for the completion of course in accordance with the academic calendar of the affiliated university. The teachers employ different approaches such as class test, assignments, presentations etc. for ensuring the attainment of the COs. The performance of the students is tabulated and analyzed throughout by recording their marks in sessional and end-semester examinations. All the departments maintain evaluation records and, on this basis, the attainment levels of COs are obtained i.e. Level 3 (Significant ≥70%), Level 2 (Satisfactory, 55-70%), Level 1 (Moderate, 40-55%) and Level 0 (Low, <40%). The departments also maintain records of the achievements of their students in curricular and co-curricular activities. All the departments analyze the effective delivery of their POs and COs and keep record of the same.
- **Attainment of PO:** The attainment level of the PO is assessed based on students' performance in the final examination as well as on three other parameters. The progression of students into higher education, placement in government or any other organizations and their establishment as entrepreneurs or self-employed (*atmanirbhar*) professionals are considered as benchmarks for assessing the attainment level of the respective POs.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2 Pass percentage of Students during last five years

Response: 74.83

2.6.2.1 Number of final year students who passed the university examination year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
110	151	120	173	198

2.6.2.2 Number of final year students who appeared for the university examination year-wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
195	205	154	211	240

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

2.7 Student Satisfaction Survey**2.7.1 Online student satisfaction survey regarding teaching learning process****Response:** 3.34

File Description	Document
Upload database of all students on roll	View Document

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1 Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 0

3.1.1.1 Total Grants from Government and non-governmental agencies for research projects , endowments, Chairs in the institution during the last five years (INR in Lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	View Document

3.2 Innovation Ecosystem

3.2.1 Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Response:

The student community of our college comprised of the members from rural areas having family background of several productive activities ranging from agriculture to Brass Metal industry, from floriculture to Silk Industry (the famous Paat- Muga industry of Suwalkuchi). As such they have their own innovative ideas related to all these fields. Therefore, the institution has been taking several steps to nurture the Innovative ideas. For example, the college has signed MOU with the Tool Room training centre of MSME and Indian Skills Academy, to provide incubation facilities to students. Previously, several training programme and workshops were conducted in the college on floriculture, Theatre in Education etc. With a view to systematize the efforts to nurture the innovative ideas and entrepreneurship abilities of the students, the college has initiated steps to create an Innovation and Incubation Ecosystem.

As part of initial efforts to channelize this system, our college has established the Institution Innovation Council (IIC) in the year 2018-19 under the approval of MOE, Govt of India. The IIC has conducted exposure visit of students to scientific incubation units, conducted different seminars on Intellectual Property Rights, orientation programs and participated in the National Level Idea Contest organised by MIC, MHRD. Students and faculty members also participated in mentoring session held in Kolkata during 2019-20. Our faculty members participated in the Innovation Ambassador Training program organized by MIC, MHRD in 2021. The College has also initiated establishment of Incubation Centre. Steps are taken for formation of IPR Cell and NISP in the institution. The principal objectives of the IPR cell is to transfer knowledge on copyrights, property rights, GI etc. to the students to protect their

innovative ideas. The NISP cell is established with the intention to promote students' driven innovations & start-ups and to engage the students and faculty in innovation and start up activities in the college campus. Some of the initiatives taken up by IIC of the college are 1. Educational /exposure visit to Incubation Unit of Regional Science Centre, Guwahati, Assam, (2) organised seminar on Intellectual Property Rights (3) (4) conducted MIC driven session on "From your Ph.D./Master's Thesis to a start-up", "Why IP is important in Academia?" (5) Conducted district level "Innovative Idea Contest" (6) conducted orientation programme on "Entrepreneurship and Innovation" (7) conducted district level online essay competition on "Entrepreneurial Mind-set Creation Amongst Youths". The IIC of the College organised two Impact Lecture Series funded by the AICTE. The college also contributed some amount for promotion and awareness generation on innovation entrepreneurship.

The College has also participated in the YUVA AROHAN pilot project under Assam govt. Initiative for creation of entrepreneurial mind-set amongst the students through experiential learning. Later on Seven faculty members were trained by the district administration of Kamrup as facilitators of Yuva Arohan Project. A number of students were trained through online mode to create entrepreneurial mindset amongst them under this programme. A detailed report of our efforts under the System of Innovation and Incubation Ecosystem is enclosed in additional information.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.2.2 Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 51

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
10	29	7	2	3

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3 Research Publications and Awards

3.3.1 Number of research papers published per teacher in the Journals on UGC care list during the last five years**Response:** 0.46**3.3.1.1 Number of research papers in the Journals notified on UGC CARE year wise during the last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
2	17	1	0	1

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.3.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**Response:** 1.46**3.3.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2021-22	2020-21	2019-20	2018-19	2017-18
19	28	5	8	7

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.4 Extension Activities**3.4.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

With the initiatives of the IQAC, the Departments and Cells of the College are encouraged to carry out

extension activities for holistic development of students. Emphasis was also given to sensitize the community people.

The NSS Unit organised Camps in the neighbourhood on issues of health and hygiene. Health check-up camp was organised for the local people and the students in collaboration with GNRC hospital, Guwahati. Mask, sanitizer distribution, food relief distribution and cleanliness drives were organised during Covid 19 pandemic. “Swachhta Hi Sewa” programme was organised at the adopted Kaibartatola Village. Blood check up camps were conducted by the B.Voc department.

The Gender Sensitization Cell organised legal aid camp and gender equity programmes at the adopted village. Online speech competition among students of Hajo revenue circle, street play and online essay and art competition were also organised by this Cell. The Women Studies Cell celebrated international Women’s Day at the adopted village.

Classes were taken in some feeder schools by majoring students of the college. Books were donated to the Library of Hajo Manikut High School.

In order to sensitize the students to the socially relevant issues, the college ensured engaging the students in the various extension programmes. Surveys, field study, field visit, and awareness campaign, etc. were conducted on socio-politico-economic and environmental issues. Govt. initiatives such as “Swachh Bharat Campaign” were conducted with sincerity.

For holistic development of the students, Yoga Day was celebrated with community people. For mental wellbeing, students were encouraged to participate in various competitions and programmes organised in the locality. For spiritual development, leading personality from the community was invited on various occasions to enlighten the students on moral values, etc.

Community centric activities carried out by the college over the years have grown a healthy relationship between the College and the community people, which is evident in different forms. The medical check up camp organised by the college have benefitted the community people in identifying their physical disorders. The tree saplings planted in the locality have grown big and beautiful.

The college has seen outpouring of students from those schools where our teachers attended classes. The community people have always encouraged the students to attend this college instead of choosing any other college in the neighbourhood.

The legal awareness camps, seminars, workshops conducted by the college with community people on different issues have helped them to understand the issues of gender equity, importance of women empowerment, significance of communal harmony, and in understanding the heritage and ethos of the people.

The college has always promoted inclusiveness through celebration of religious festival like Muharram, etc. resulting in communal harmony in the college. Our students also volunteers in religious festivals such as Manikut Festival and Urus without any reservation.

For our initiatives and hand-holdings, the community has also given back to the college as evidenced by their large participation in the college programmes. Another example is the two storied science building of the college donated by No.1 Gaon Panchayat Samabay Samiti.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.2 Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Suren Das College, Hajo had been recognized as one among seven institutions to conduct a Pilot project of a Flagship Programme of Govt. of Assam, namely “the Yuva Arohan Project.” The Yuva Arohan project was announced as a Flagship Scheme of Govt. of Assam in Budget 2020-2021. This scheme was aimed at nurturing a self-reliant, skilled and enterprising Assam by focusing on capacity building of the youth and grooming them to become ‘job-givers’ rather than ‘job-seekers’. The objective of the scheme was to introduce “Entrepreneurship” as a topic from class XI onwards covering all students enrolled under Three Year Degree Courses. For this programme, a pilot project was conducted amongst selected Schools and Colleges of Kamrup district through some nominated teachers and professors. Suren Das College, Hajo has also been selected as the part of this pilot project and Ahmed Mukut Choudhury, faculty member, Dept. Of Economics was nominated as Nodal Officer of this programme. The faculty member successfully completed training session of this project at IIT Guwahati conducted by the Kamrup District administration in collaboration with Udyam Learning Foundation, Bangalore.

Subsequently, seven numbers of teachers were selected as facilitator of this programme. The faculty-members participated in a training programme from 4-9th of January, 2021 and have been recognised as facilitator by the district administration.

The faculty-members participated in a training programme from 4-9th of January, 2021 and have been recognised as facilitator by the district administration.

In the first phase of implementation of this programme in Kamrup district, 27 institutions were selected on experimental basis and Suren Das College is one of them. A group of 35 students were trained by the facilitators under the prepared curriculum of Yuva Shakti Programme. The curriculum covered several topics on experiential learning and learning by doing. Major objectives of this programme were to create entrepreneurial mindset and to enhance entrepreneurial mindset amongst the young students. Many of the students who were trained established their own farms and one student participated in the national level idea competition through IIC Cell of this college.

The MHRD, Govt. of India has recognised the IIC of our college out of one thousand institutions of India. The IIC has now obtained the two star ranks.

Our college has also been recognised as “performing institution” in ARIIA by AICTE for our continuous efforts and participation in innovation and entrepreneurship related activities.

The UGC has recognised this college for offering B. Voc courses in three programmes, namely, Medical

Laboratory Technician, Dress Designing and Tailoring and Tourism and Hospitality Management.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

3.4.3 Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organised in collaboration with industry, community and NGOs) during the last five years

Response: 24

3.4.3.1 Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
6	7	4	5	2

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

3.5 Collaboration

3.5.1 Number of MoUs, collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-the- job training, research and other academic activities during the last five years:

Response: 6

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1 Availability of adequate infrastructure and physical facilities viz., classrooms, laboratories, ICT facilities, cultural activities, gymnasium, yoga centre etc. in the institution

Response:

1. **Campus area:** Suren Das College has 16 *bighas* of land accommodating one two-storeyed Arts Block, one three-storeyed Science Block, one PG Arts Block, one Central Library, one Auditorium, one Seminar Hall, one Indoor Stadium, one Basket-ball Court, one two-storeyed Girls' Hostel, one Girl's Common Room, one Boy's Common Room, one Canteen, one open stage platform and a two-wheeler parking shed. The college is surrounded by boundary wall.
2. **Classrooms:** There are 21 classrooms having Wi-Fi facility, and some have ICT facility in them. The PG classrooms were inaugurated in the year 2019. The college has 01 classroom with LCD facilities, 01 Smart Classroom and 04 classrooms with Projectors. All classrooms have adequate furniture, lights and fans.
3. **Solar Street Lights:** The College has installed 4 Solar Street Lights of 24W each.
4. **Iron Remover Plant** has been installed in 2021.
5. **Laboratories:** The departments having laboratory facilities are Botany, Chemistry, Physics, Zoology, Education, Geography, Computer Science, Language laboratory and MLT. The Language lab is run by the English Department funded by RUSA in 2017-18.
6. **ICT facilities:** The College has 74 desktops and 6 laptops. The whole campus is covered by Wi-Fi (JIO-leased line) that is used by all. At present there are 06 ICT enabled classrooms. The college has Digital Campus System as ERP. Admission, exam form fill-up and accounts are conducted through online mode. Feedback is done online through Digital Campus System.
7. **Seminar Hall:** There is a Seminar Hall equipped with projector, with 200 seating capacity.
8. **Auditorium:** The College has an auditorium with acoustics system, with 350 seating capacities equipped with built-in sound systems and screen projector, funded by Govt. of Assam.
9. **Gymnasium:** The Gymnasium Hall is provisioned in the Indoor Stadium of the college, with items like Push-up Bands, Weight Plates, Gym Ball, Treadmill etc.
10. **Cultural Activities:** To conduct cultural activities of the college, the College has one auditorium and an open stage. Musical instruments like Harmonium, Tablas, Guitar, etc. are available. The College hosted GU Inter-college Central Zone Youth Festival. In Annual College Week, various cultural events like cultural procession, Rongoli competition, Mime, one Act Play competitions etc. are organised.
11. **Yoga:** The College observes International Yoga Day on June 21 every year and Yoga camps have also been organized. The college has Yoga mats for yoga programmes.
12. **Sports:** For outdoor sports the college has a playground of 1.51 acres of land. There is an indoor stadium with facilities such as movable badminton poles & badminton rackets, movable volley ball poles & balls, table tennis court etc. There is also a permanent Basket-ball Court, with an area of 0.124 acre, funded by RUSA. The college has footballs, cricket bat and balls, javelins, discuss, shot puts, etc. The college hosted GU Inter-College Archery and Kabaddi Tournament, GU Inter College Archery and Table tennis tournament. Kamrup District Karate Championship under the aegis of Hajo Sports Association was also organised.
13. **Toilet Facility:** Separate Toilet for Boys, Girls and Staffs are available.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.1.2 Percentage of expenditure, excluding salary for infrastructure augmentation during last five years (INR in Lakhs)

Response: 34.94

4.1.2.1 Expenditure for infrastructure augmentation, excluding salary during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
3.96	10.02	104.46	121.63	51.47

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

4.2 Library as a Learning Resource

4.2.1 Library is automated using Integrated Library Management System (ILMS), subscription to e-resources, amount spent on purchase of books, journals and per day usage of library

Response:

ILMS: The Suren Das College Library is **partially** automated using **Software for University Libraries (SOUL)** in 2012. The version of the SOUL **software is 2.0**. Online Public Access Catalogue (OPAC) is made available for users to locate the status of availability of books and documents in the library.

E-Resources: The Suren Das College Library is an active member of the N-LIST consortia of information library network (INFLIBNET), Gandhinagar. Since 2014, N-List programme is listed under e-ShodhSindhu Consortium as college component. Under this consortia, library get access to 1,99,500 e-books and 6,000 e-journals (as on August 16, 2022) for students and faculty members. Under N-List programme the college can access e-resources (journals) directly from publisher's websites like American Institute of Physics, Annual Reviews, Economic and Political Weekly, Indian Journals, Institute of Physics, JSTOR, Oxford University Press, Royal Society of Chemistry, H.W. Wilson and Cambridge University Press. Similarly, subscriber can access to e-books from Cambridge Books Online, e-Brary, EBSCoHost-Net Library and so on.

NDL: Suren Das College also provide institutional membership of National Digital Library of India,

Kharagpur for students and faculties on demand at free of costs.

Digital Library: The College has a Digital Library. It is an open access electronic archive for collecting, preserving and distributing digital materials owned by Suren Das College. It also provides access to N-LIST, SWAYAM, KKHSOU, GUIDOL, SODHSINDHU, SODHGANGA, and NDL. In the digital library documents like college publications, faculty publications, copies of Minor Research Projects, question papers of GU exams, rare collections are stored for easy access.

Amount Spent on Purchase of Books, Journals etc. in Rs.:

Items	2017-18	2018-19	2019-20	2020-21	2021-22
Books	727885.00	228809.00	106925.00	105942.00	68026.00
Journals etc.	-	22250.00	19200.00	32837.00	-
e-books/e-journals	784000.00	-	5900.00	5900.00	5900.00
Total	1511885.00	251059.00	132025.00	144679.00	73926.00

Per Year Physical usage of Library during 2017- 18 to 2021-22

Year	Teachers	Students	Total
2017-18	223	807	1030
2018-19	35	5075	5110
2019-20	441	3003	3444
2020-21	294	2682	2976
2021-22	434	6653	7087
Total	1427	18220	19647

Average access during July 2021 to June 2022:

1.Student Accession: 6653

2.Teachers Accession:434

Average usage: 26

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3 IT Infrastructure

4.3.1 Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Response:

- The college updates its IT infrastructure regularly to meet the current technical requirements of the college. Every Department has been provided desktops connected with Wi-Fi for catering their academic needs.
- College has two internet Browsing Centers for the students as well as faculties.
- Initially the campus Wi-Fi was provided by Vodafone Company (**Vodafone Business Internet Leased Lines (1:1 ILL)**) in 2017 of 10 Mbps bandwidth. Presently Wi-Fi is provided by **JIO leased line** having 10 Mbps Bandwidth is working that was installed in December 29, 2020.
- Anti-virus is regularly updated.
- The college has been taking initiatives to run teaching learning process through blended mode of learning. During Covid-19 pandemic period online classes were done through Google Classroom, Google Meet etc. To meet the requirements of digital mode of learning 04 (four) Projectors are installed in 04 class rooms and 02 (Two) LCDs are installed each in PG classroom and Smart Class Room.
- The College administrative office has adequate IT infrastructure. The college is using Digital Campus System since May 29, 2018.
- The finance and accounts of the College are maintained through Online Accounting Software that was installed on August 19, 2019.
- Online Feedback System is also available.
- To inform the students about latest updates of academic activities Bulk SMS is regularly sent to the students.
- College Website is designed and developed in October, 2018 and also updated regularly.
- A Library Management Software (SOUL 2.0) is installed at the Library to keep track of the books and journals.
- Library has its own dedicated server supported by online Public Access Catalogue (OPAC) (**IP of soul server: 192.168.0.1**)
- The whole campus is under CCTV surveillance.
- The college has installed 05 (Five) nos. of Online UPS one each in Library, Exam Room, Wi-Fi Server Room, Computer Lab and Administrative block.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

4.3.2 Student – Computer ratio (Data for the latest completed academic year)

Response: 26

4.3.2.1 Number of computers available for students usage during the latest completed academic

year:

Response: 48

File Description	Document
Upload supporting document	View Document

Other Upload Files

1	View Document
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4.4 Maintenance of Campus Infrastructure

4.4.1 Percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years (INR in Lakhs)

Response: 22.3

4.4.1.1 Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)

2021-22	2020-21	2019-20	2018-19	2017-18
21.31	10.51	37.47	48.23	68.59

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1 Percentage of students benefited by scholarships and freeships provided by the Government and Non-Government agencies during last five years

Response: 75.98

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government and Non-Government agencies year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
946	1020	494	683	723

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.2 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.3 Percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

Response: 21.31

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
185	610	99	190	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.1.4 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

- 1.Implementation of guidelines of statutory/regulatory bodies
- 2.Organisation wide awareness and undertakings on policies with zero tolerance
- 3.Mechanisms for submission of online/offline students' grievances
- 4.Timely redressal of the grievances through appropriate committees

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

5.2 Student Progression

5.2.1 Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 11.84

5.2.1.1 Number of outgoing students placed and / or progressed to higher education year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	22	16	14	9

5.2.1.2 Number of outgoing students year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	143	154	138	80

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

Response: 100

5.2.2.1 Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

5.2.2.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3 Student Participation and Activities

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 6

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at

national/international level (award for a team event should be counted as one) year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
3	0	0	3	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.3.2 Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 24.6

5.3.2.1 Number of sports and cultural programs in which students of the Institution participated year wise during last five years

2021-22	2020-21	2019-20	2018-19	2017-18
18	40	1	29	35

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

5.4 Alumni Engagement

5.4.1 There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

The Alumni are integral part of our institution. They are the product of our institution and they are a strong support to the institution. Our Alumni Association contributes significantly to the development of our college in academic matters, students' support, socio-cultural events as well as mobilisation of resources – both financial and non financial.

An Alumni Association has been constituted with some prominent and leading ex-students. The

association gives us support services physically and financially, try to promote fellow feeling among students, share knowledge and help us in arranging different programmes. They contributed to the successful completion of events like Silver Jubilee celebration, College Foundation day, 17th State Children Science Congress, NSS special camps, Community Programmes, Manikut Utsav etc. A plantation drive was undertaken by the Association.

Our Alumni whole heartedly supported for the successful completion of the 17th State Children Science Congress held in our college w.e.f 26th-30th December, 2018 where 517 participants from different parts of Assam joined the programme.

Many of our alumni rendered support services in the G.U Inter- College Kabbadi and Archery Tournament held in our college w.e.f 18-20 March 2018. Our alumni helped us in different capacities in the Gauhati University Intercollege Zonal Youth festival 2018-19 (Central Zone) w.e.f 25th -27th April, 2019.

Our Alumni Association in collaboration with Manikut Sahitya Utsav, a literary organisation and Hajo Journalist Association organised a memorial lecture on Late Dipanka Narayan Thakuria, ex-General Secretary

Our Alumni organised a webinar on “Covid Problems & Management: Prevention and Prophylaxis” on 23.06.2021. Mr. ManojMedhi, an entrepreneur and our alumni, contributed the whole iron metal for the construction of MLT Lab. Our alumni contributed Rs. 10000/- during the year 2021-2022.

An Inter-club ‘karate do’ competition was held on 14.11.2021 with the initiative of Hajo Sports Association in collaboration with Alumni Association of SDC patronized by Assam Olympic Association . Teachers ‘ day was centrally celebrated in the college under the aegis of SrimantaSankardevSangha on 5.9.2021. Many of our alumni helped in this programme.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The governance and leadership is in accordance with vision and mission of the institution and it is visible in various institutional practices such as decentralization and participation in the institutional governance

Response:

Vision of the College: Empowering the rural masses through quality education and enabling the youths to meet the challenges of future.

Mission of the College:

- 1.To develop competent, committed and compassionate leaders through education, knowledge generation and its dissemination.
- 2.To strengthen the teaching-learning process through innovative practices
- 3.To create good institutional infrastructure and excellent human resources
- 4.To impart entrepreneurial and life skills to students for enhancing employability.
- 5.To develop the College through capacity building of the stake holders.

The governance and leadership is committed to implementing the stated vision and mission of the college. The college undertakes academic and non-academic activities to meet the objectives of the vision statement. The vision and mission are strategized in 5 year perspective plan, further breaking into yearly strategic plan which is monitored continuously by the G.B and the IQAC. The college authority interacts with the stakeholders, obtains regular feedback. The vision and mission statements are published in the college website, etc. and displayed at prominent places of the college buildings in order to draw attention of all to what the institution strives to do.

The stated objectives of the college are achieved through decentralization and active participation of the stake holders in institutional governance. Decentralization is practised at every layer of administration and in every aspect for ease of administration and effective implementation of the college agenda.

The Governing Body of the College delegates authority to the Principal/Secy. who, in turn, implements the decisions and policies of the Governing Body by engaging the teaching staff, non-teaching staff and the students through different Committees/Cells who play an important role in determining the institutional policies and implementing the same.

Decentralization of governance has helped successful completion of the activities undertaken by the College. Principal is the administrative head of the College who is also the Member Secretary of the college Governing Body. The IQAC is the principal body that oversees the academic activities and ensuring of internal quality of the institution. The Principal/Secy. is assisted in administrative works by the Senior & Junior Assistants and the Grade-iv employees. In academic affairs he is assisted by the Vice Principal, IQAC, HoDs, support staff, and other in-house bodies. The Departments are headed by the concerned HoDs, assisted in the departmental activities by the faculty-members. The Library is administered by the Librarian with the assistance of the Library Assistant and the Library Bearer. Every in-house body is headed by a Coordinator, assisted by the other members. Principal is the Chairperson of

these in-house bodies.

The various Departments and Committees/Cells of the college together with involvement of different stakeholders of the institution try to attain the institutional mission through various activities. The College has 31 number of Committees/Cells today which are engaged in different assigned works. The Cells propose policies which are forwarded to the IQAC for consideration. A Booklet of Committees/Cells is published every year and distributed among the faculty members for ready reference.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc

Response:

ADMINISTRATIVE SETUP

The College functions under the Department of Higher Education, Assam govt. through the Director of Higher Education, Assam which rolls out policies and programmes, and the Director is the appointing & disciplinary authority and prescribes govt. rules in academic-administrative-financial matters.

The Governing Body (GB) is constituted as per govt. directions. Its President is appointed by the Govt. of Assam. The Principal is its Member Secretary. Being the highest decision making body, it guides the institution towards fulfilling its vision and mission. It plans and executes policy towards infrastructural development, academic growth and financial allocations.

The Principal is the academic and administrative Head and drawing & disbursing authority. He ensures implementation of the rules and regulations and execution of the academic and non-academic plans in consultation with the staffs of the college.

The Vice-Principal helps the Principal in all administrative and academic works.

The IQAC ensures quality parameters of the institution and institutionalize the best practices. The IQAC was constituted in 2005 and its members were appointed as per NAAC guidelines. The Principal is the Chairperson of the IQAC and a senior faculty of the College is its Co-ordinator.

Every Department has a HoD. Decisions on academic and co-curricular activities are taken at the departmental meetings and executed.

The College has one Senior Assistant, two Junior Assistants and Grade-IV employees. The Senior Assistant maintains the financial records of the College.

The Librarian with his assistants takes care of the library functioning.

The College has 31 number of Cells/committees that ensure execution of all activities, each headed by a Coordinator. Principal is the Chairperson of these in-house bodies.

POLICIES:

The College follows Assam College Employees (Provincialisation) Rules 2010 and other auxiliary guidelines. UGC regulations, RUSA guidelines are followed. GoI guidelines are followed for reservation policies in admission. Affiliating G.U guidelines are followed for examinations.

The College has its own policies on issues such as environment, gender equity, ICT policy etc. The College has published a Code of Conduct Handbook which is to be followed by all.

APPOINTMENT & SERVICE RULES

Regular appointments are made strictly as per govt. rules. Temporary appointments are made as per direction of the College G.B. Service Rules of Assam govt. are followed for duty & responsibility, promotion etc of the employees.

DEPLOYMENT OF PERSPECTIVE/STRATEGIC PLANS

The College prepared Perspective plan (2016-2021) and yearly Strategic Plans- execution reports are published in the college newsletters and website. The college is going to submit IDP for 15 years for NEP implementation as has been instructed by the Assam govt.

During the Covid 19 pandemic, the college shifted towards online teaching-learning (TL). The college trained the teachers on online teaching and prepared the students for online examinations. The college took various initiatives and issued SOP for online classes that gave the following benefits for implementation of that strategic plan-

1. Boosted the technical capability of the staffs
2. Classes and examinations could be conducted online.
3. Enhanced the perception of Suren Das College in public eyes
4. The satisfaction of reaching out to the unreached.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2.2 Implementation of e-governance in areas of operation

- 1.Administration**
- 2.Finance and Accounts**
- 3.Student Admission and Support**
- 4.Examination**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

6.3 Faculty Empowerment Strategies**6.3.1 The institution has effective welfare measures and Performance Appraisal System for teaching and non-teaching staff****Response:**

In order to motivate the staff of the college to take up and execute works joyfully, the College has taken up welfare measures of both statutory and voluntary types.

The statutory welfare measures provided to the teaching and non-teaching staffs include minimum standard of health and safety measures such as availing of various types of leaves, reimbursement of T.A, provident fund facility, OPS/ NPS for retired employees, periodical pay revision, promotion in service, emergency first aid facility, provision of safe drinking water facility, hygienic canteen, hygienic toilet, security measures (through CCTV surveillance), allotment of parking space, day care centre facility for lactating mothers, library facility with E-books & E-journals / reprography/, reading room/ computer lab/ Internet/ Printing facility. The staffs are encouraged to complete works within the stipulated office hours as instructed by the Government.

The voluntary welfare measures that the college undertakes for their employees on voluntary basis are air conditioned teachers' common room, seminar hall for meetings/ presentation of papers, auditorium for cultural activities, gymnasium facility, outdoor/indoor sports facility, free campus Wi-Fi, 24x7 power back up, separate departments for the teaching staff with adequate furniture and facilities, separate cabin for the junior/senior assistants, separate space for the grade iv employees, arrangement of skill enhancement programmes for both the teaching and non-teaching staff such as FDPs, facility of online library resources, workshops, talks, seminars, training programmes, encouragement faculty for pursuing Ph.D on part time basis, etc.

Performance Appraisal System:

As per UGC guidelines the teachers have to keep record of their academic activities, research publications and other institutional activities on annual basis for performance appraisal.

In order to be considered for promotion under CAS, a teacher needs to submit an annual self appraisal report in the standard proforma prescribed by govt. along with all documentary evidence.

After completion of the required years of experience and fulfillment of other requirements, Performance Based Appraisal System (PBAS) Proforma with attachment of all the credentials has to be submitted.

The teachers are assessed on the basis of number of classes taught against total classes assigned and involvement in the administrative responsibilities, examination and evaluation duties, student related activities, participation in seminars/workshops/conferences and research activities. A teacher is promoted upon getting the minimum API against each category during the assessment period.

The IQAC conducts a screening of the documents, and if approved the candidate has to appear before DPC for personal interview for the promotion from one stage to the next stage.

Recommendations of the DPC are forwarded to the College Governing Body for due approval which are then forwarded to the Govt. for necessary approval along with a confidential report on the candidate.

The non-teaching employees are also to submit self-appraisal report in a standard format provided by the college. Constructive feedbacks are given to the employee for enhancement of performance and efficiency.

The Principal reports to the Governing Body (G.B.) of the college for any quality issue involving the administration, teaching-learning process and such other issues.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.3.2 Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.37

6.3.2.1 Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.3.3 Percentage of teaching and non-teaching staff participating in Faculty development

Programmes (FDP), professional development /administrative training programs during the last five years

Response: 44.3

6.3.3.1 Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP), professional development /administrative training programs during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
17	24	05	17	03

6.3.3.2 Number of non-teaching staff year wise during the last five years

2021-22	2020-21	2019-20	2018-19	2017-18
0	03	0	0	0

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

6.4 Financial Management and Resource Mobilization

6.4.1 Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

In order to meet expenses of the college, financial resources are sought to be mobilized from (a) govt. sources (b) at the institutional level from admission fees, surplus funds from different university examination centre fees, interests accrued from bank deposits, and other miscellaneous sources.

Material resources are sought to be mobilized through (a) the general fund of the college (b) from govt. agencies.

Human resources are mobilized by engaging the current students, teachers and the alumni of the college in different programmes. Successful alumni are invited for motivational activities to the current students. The retired teachers are invited to various programmes.

The available resources of the college are utilized judiciously as per directions of the funding agency and also as per direction of the Governing Body of the college.

Funds obtained/ generated from various resources are-

- Admission fee of students
- Grants received from UGC
- Grants received from RUSA,
- Salary grants from Govt. of Assam
- Funds generated from self-financing courses
- Surplus fund from university examination centre fees
- Fund generated from auction of scrap/ e-scrap materials
- Rent from the college canteen
- Through sale of college prospectus
- Donations from alumni
- Interests accrued from bank deposits
- Other miscellaneous sources

Utilisation of material resources

- Classrooms allotted to various govt./ public bodies for holding examinations on Sundays and holidays
- Gymnasium facilities are utilized by the students and the staffs
- Library facilities are extended to the people of the locality.
- The Auditorium is used by government agencies and the local NGOs for meetings
- Internet facility is optimally utilized by the faculty members and students.

Utilisation of human resources:

Teachers are also engaged in various administrative tasks and community services. Students are also engaged in extension activities of the college.

Internal and external Audits

The Institution maintains finance and accounts systematically and conducts Internal and external financial audits regularly as per govt. rules.

- Internal Audit: Internal Audit is conducted by certified CA as per instruction of the College Governing Body. Frequency of the Internal Audit is once a year. Payments are made on the strength of valid document-proof which is attached for all transactions and expenditures. This process ensures that a are available for all the expenditures and payments. The College cross-checks every transaction and prepares bank reconciliation statement at the close of every financial year or whenever required. Payments for RUSA funded projects are approved by the Project Monitoring Units (PMU) and all such transactions were done through PFMS portal.
- External Audit (Govt local audit): It is conducted covering the accounting periods as per govt rules. The college has applied for govt. audit covering the period 2016-2021. For previous periods, audits are completed.
- Audit Report and Audited Statements of Accounts are discussed in the Governing Body of the

College. Queries and suggestions are resolved satisfactorily.

- The Institution ensures timely submission of audited Utilisation Certificates (U.Cs.) to RUSA, UGC and the govt.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5 Internal Quality Assurance System

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Quality assurance strategy

The IQAC prepared quality assurance strategy as per the vision and mission statements of the College, and also on the basis of the seven criteria of the NAAC manual. UGC guidelines and directions of Assam Govt. were consulted before fixing the quality assurance strategies of the college. On that basis, the IQAC initiated the quality assurance strategies through the departments and Cells. While planning it, especial emphasis was given to the NAAC recommendations of the last Cycle. Accordingly, the Perspective Plans (July 2016- June 2021) and yearly strategic plans were prepared.

The quality assurance strategies adopted thereof were institutionalized. First, awareness programmes were organized among the staffs so as to sensitize them about the plans of the college. Secondly, the IQAC ensured sustenance of the plans once adopted. In that effort, various committees and cells were constituted to execute these quality assurance strategies round the year.

Institutionalized Strategies

The IQAC has institutionalized the feedback mechanism. Feedbacks are collected from students, teachers, alumni and guardians through the Feedback system. Feedbacks are analyzed and actions taken thereof. The feedback questionnaires have been designed in such a way so that a clear picture of effectiveness of TL process and other facilities, etc. may be assessed. High degree of confidentiality is maintained so that the students participate in the process without any apprehension and hesitation. The outcome of the feedbacks is analyzed for improvements or moderations in the TL system and procedures.

Some other institutionalized practices are annual academic audit, preparation of lesson plan, teaching plan, etc. by the teachers. The IQAC has also institutionalized green practices to be followed by the various wings of the college.

IQAC's review teaching learning process, etc.

Every department maintains a Log Book of the classes and extension activities undertaken by the teachers. The departments also maintain a Course File which includes information such as class routine, teaching plan, lesson plan, POs, COs, PSOs etc. The IQAC regularly verifies these information and suggest improvements. The IQAC also frequently discusses Teaching/Learning, structure and methodologies which might require reviews. For example, during Covid pandemic period, the IQAC immediately prepared SOP for online classes which were conducted successfully.

Attainment of Learning Outcomes:

The college follows Outcome Based Education (OBE). The teachers explain to the students the POs, PSOs and COs course wise. In order to enhance the learning outcome, the college has introduced the Continuous Internal Evaluation (CIE). The learning outcome of the students is assessed through students' performance in the class tests, sessional examinations, home assignments and the final examinations. The other tool to assess the Learning Outcome is reviewing the progress of the students to higher education, their placements and engagements in entrepreneurship.

The performance of the students is tabulated departmentally and analyzed. The teachers maintain evaluation report and thus the attainment levels of COs are assessed.

Internal Academic Audit and External Academic & Administrative Audits reflect the incremental improvements of the college in various activities.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2 Quality assurance initiatives of the institution include:

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)/ membership of international networks**
- 3.Participation in NIRF**
- 4.any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA, ISO Certification etc**

Response: A. All of the above

File Description	Document
Upload supporting document	View Document
Institutional data in the prescribed format	View Document

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1 Measures initiated by the Institution for the promotion of gender equity and Institutional initiatives to celebrate / organize national and international commemorative days, events and festivals during the last five years

Response:

The college has a gender equity policy which is followed in every aspect, from UG admission policies to academic and non-academic programmes undertaken by the college on various occasions and also to appoint the faculty members and other staff of the college. The college established the Gender Sensitization Cell, and Women's Studies Cell which undertook various programmes such as personality development programmes, seminars, workshops, street plays, speech competitions, legal aid camps, counselling, etc. highlighting delicate gender issues. For example, workshops on self-defence were organised for self-protection, and awareness programmes like Gender Discrimination and Covid-19 Pandemic, Female Education & Gender Equity, Legal Aid Camp etc. were organized at the college and at the adopted village of the college Kaibortatola. Speech competitions on Education of Girl Child and Gender-Based Violence in the Society, poster-making competitions on Gender Equity etc. were organised through both offline & online modes. Counselling programmes on Be Bold against Mental and Physical Harassment, Stop Hiding Abuse, etc. were organized. The teachers of the college always try to inculcate gender-related values among the students through class deliberations. The college has also installed signage at prominent places highlighting gender equity and gender values. Every year, the Women Studies Cell of the College has also published a Wall Magazine entitled "Shrotaswini".

The syllabus of the affiliating Gauhati University also includes syllabus units that promote gender equity and address gender issues. For example, the Department of Political Science teaches papers on Women's Power and Politics (Code-6036) and Feminism: Theory and Practices (Code-2026). The department of Education teaches the paper Women and Education (Code-6046). The literature departments also teach papers on gender issues. Further, infrastructure facilities such as separate girls' common rooms, Girls' toilets, daycare centres for lactating mothers, etc. are available. CCTV surveillance has also been set up.

The College has taken initiatives to celebrate and organize national and international commemorative days, events and festivals in order to foster brotherhood among different communities of the locality and also to make the students aware of the national pride and rich cultural heritage of our country. Days of national importance such as Independence Day, Republic Day, National Unity Day, National Voter's Day, National Education Day, National Mathematics Day, International Yoga Day, International Women's Day, Librarian's Day, Constitution Day, International Human Rights Day, World Environment Day, etc. were celebrated. The birth anniversary of Dr. Sarvepalli Radhakrishnan was celebrated as Teachers' Day. National Unity Day was celebrated on the occasion of the birth anniversary of Sardar Vallabhbhai Patel. Rabha Divas was also celebrated to commemorate the death anniversary of Assamese cultural icon Bishnuprasad Rabha. Suren Das College Foundation Day is celebrated on 29th August every year in order to commemorate the contributions of the founders of the college including late philanthropist Suren Das who donated to the Arts building of the college.

In order to foster brotherhood and inculcate value among the students, every year, the college

celebrates Gandhi Jayanti, Saraswati Puja, Muharram, Fateha-E-Dowas-Daham, etc. where students irrespective of different cultural affiliations participate.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2 The Institution has facilities and initiatives for

1. Alternate sources of energy and energy conservation measures
2. Management of the various types of degradable and nondegradable waste
3. Water conservation
4. Green campus initiatives
5. Disabled-friendly, barrier free environment

Response: A. 4 or All of the above

File Description	Document
Upload supporting document	View Document

7.1.3 Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. Green audit / Environment audit
2. Energy audit
3. Clean and green campus initiatives
4. Beyond the campus environmental promotion activities

Response: A. All of the above

File Description	Document
Upload supporting document	View Document

7.1.4 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

Initiatives on an inclusive environment

This College has always promoted the atmosphere of inclusiveness which is also the spirit of the place where the college is located. The college is situated at Hajo which is a living example of religious tolerance and communal harmony. In an effort to provide an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal, socio-economic and other diversities, every year, the College celebrated religious festivals where students of different religions participated.

To give exposure to the students to various socio-economic issues many surveys were conducted. With the help of Assam Govt., the college conducted a socio-economic survey in Shillong during 7-8 October, 2017. The College conducted socio-economic surveys in Darjeeling, Ukiam (Kamrup, Assam) and different parts of Hajo. Various departments or cells conducted surveys on the “status of brass-metal industry of Hajo” and “effect of Covid-19 pandemic on the artisans of brass-metal industry of Hajo” To promote inclusiveness, the College deputed students to National Integration Camp held at Maharshi Dayananda University, Haryana from 19-25 Nov. 2021. Student exchange programmes with other colleges were also conducted.

To impart the significance of special days, the College celebrated International Women’s Day, International Yoga Day, World Environment Day, etc. The College also organized World Menstruation Hygiene Day, Mothers’ Day and Children’s Day.

To inculcate unity and brotherhood, every year, the college organized College Week and Fresher’s Social. The college also organized GU Inter-College Kabaddi and Archery Tournament (18-20 March, 2018), GU Inter-College Archery and Table Tennis Tournament (11/03/2019) and GU Inter-College Central Zone Youth Festival (25-27 April, 2019).

Activities like mask, sanitiser and food materials distribution during covid-19 pandemic, legal awareness camps, performance of the street play on social issues, cleanliness drives, etc. in its adopted village were conducted.

Constitutional values and obligations

In order to sensitize the students to constitutional duties, the College celebrated Independence Day and Republic Day every year. National Voter’s Day, Rashtriya Ekta Divas, Constitution Day, National Education Day, FIT India Movement, International Mother Language Day, etc. were also celebrated. The College arranged exposure visit of the students to Assam Legislative Assembly on 14th September, 2017.

- Lecture programmes on “Mahatma Gandhi’s thought in contemporary times”, “India’s Freedom Struggle”, “Inculcation of Values among Youth”, seminar on “Duties and responsibilities of students,” ‘Trusteeship of Gandhi’, National Webinar on “Constitutional Values and Indian Democracy” were conducted.
- Essay competition on “The role of young voters in a democracy”, online poster and essay competition on “My responsibility towards society after graduation”, online poster competition on “Our responsibilities in making our environment clean and beautiful”, etc. were organized among the students. Art competitions, extempore speech competitions, poem recitation and other programmes were also conducted to sensitize the students to environmental issues.
- Surveys were conducted on “The Political Awareness of Rural Women Voters” and “Pre-Election Field Study on Voter’s Awareness”.
- Students are made aware of various govt. programmes related to the responsibilities of citizens. The College arranged programmes on vigilance awareness week, road safety week, legal awareness,

election awareness, etc.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1 Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

Best Practice 1

1.Title of the practice: Empowering the community through the College Initiatives

2.Objectives of the Practice

- Identifying the community resources and empowering the underprivileged of the area.
- To constantly work for an inclusive atmosphere in terms of ethos and heritage of the place.
- To make the community people aware of the local social issues through workshops, seminars etc.
- To take initiatives on gender equity and women empowerment.

3. The Context

The College was established at Hajo with a vision to empower the rural masses, with contribution of every individual of the locality. Therefore, the college has made constant efforts to fulfil this vision of those noble souls through its set missions.

A society thrives when harmony and inclusiveness exist. Hajo, a seat of five pilgrim centres and a meeting place for Hinduism, Buddhism and Islam, epitomizes communal harmony and mutual existence. The college aspires to become a catalyst for such communal harmony.

4. The Practice

- Under IQAC initiatives, different departments and cells of the College undertook various programmes in the locality for community empowerment.
- The college has adopted the Kaibartatola village of Hajo where awareness programmes on various political, legal, health and environmental issues are organized.
- Two numbers of schools in the locality were adopted where various activities were undertaken.
- Various departments and cells of the College conducted surveys on the brass-metal industry of Hajo.
- During Covid-19 pandemic, masks, hand sanitizer and food relief distribution drives, awareness

programmes were organised for the local public.

- In order to skill the community women, the training programme on fruit and vegetable preservation was conducted by the Women's Studies Cell on 17/12/2020.
- The college library has a good stock of books. The community people are also allowed to avail the library facilities when required.
- To promote an inclusive environment, every year, the college celebrates different festivals with community people. The College also offers cooperation to the programmes organized by the community.

5. Evidence of Success

- Community-centric activities carried out by the college over the years have grown a healthy relationship between the College and the community people which is amply evident.
- The community people always prefers this college over other educational institutions of locality for enrolling their children for higher education.
- The awareness camps, seminars, workshops conducted with community people have helped them to understand the issues of gender equity, women empowerment, communal harmony. The health checkup camps organised by the college have benefited the community people in identifying their physical disorders.
- The two-storied science building of the College donated by No.1 Gaon Panchayat Samabay Samiti shows the deep attachment of the community to the College.

6. Problems Encountered and Resources Required

- Lack of adequate strength of teachers in organizing various programmes during working days. Hence, sufficient teachers need to be appointed.
- Lack of funds to organize programmes. Support from the Govt., local Govt. bodies and NGOs are necessary.
- Low participation of the community people in the programmes conducted by the College. So, motivation among them is a must.

Best Practice 2

1. Title of the Practice: Eco-Friendly Green Campus

2. Objectives of the Practice

- Organization of environmental awareness programmes in the college and locality to raise awareness of environmental sustainability.
- Plantation of perennial, seasonal and medicinal plants in the campus.
- Focus on making the college campus a tobacco and plastic-free zone and proper disposal of various wastes.
- Promoting the use of bio-fertilizers in the campus.
- Encouraging the use of alternate and eco-friendly sources of energy.

3. The Context

Human beings are destroying the earth's natural resources to fulfil their ever-growing demands. As a

result, today, we are facing several environmental problems. The green campus concept helps to improve the environmental condition of the college. In this context students, faculty and other staff are encouraged to work together to foster an eco-friendly environment along with a culture of self-sustainability. Besides, the college has taken the necessary steps to ensure a cleaner and greener environment.

4. The Practice

The College authority has formed a Green Campus Committee which is adopting various steps to protect the college environment as follows.

- Various medicinal and seasonal plant species are planted and maintained in the college campus. Plantation drives are conducted inside and outside the college.
- The college strictly prohibits chewing tobacco and pan-masala and usage of single-use plastics in campus. The College is declared as a “Plastic Free Zone” and “Tobacco Free Zone”.
- Four numbers of solar panels are installed within the campus.
- A vermicomposting unit is also set up for biodegradable waste management.
- Dustbins have been segregated for biodegradable, plastic and hazardous wastes.
- Safety measures have been taken for various waste management.
- The college authority issues Notices to create awareness of green campus initiatives.
- Seminars and workshops are organized relating to eco-friendly campus.
- In addition to regular cleaning, special cleanliness drives are also conducted.
- A yearly celebration of World Environment Day. Environment awareness meetings are also organized inside and outside the College.
- Environmental study tours are arranged to various places.

5. Evidence of Success

- Sustainable environmental awareness among the students has increased.
- Chewing of tobacco and pan-masala among the students has considerably decreased.
- Records of campus plants are being maintained for green audit.
- Installation of the LED bulbs and tubes has saving power consumption.
- Solar street lights have generated power up to 25W per unit.
- Water from the rainwater harvesting unit is used for different purposes.
- Ban on plastic items, along with the promotion of vermicomposting and proper disposal of wastes have made the campus clean and green.
- Digitalization has minimized the use of paper.

6. Problems Encountered and Resource Required

- There is a financial constraint to appointing a regular caretaker. So, government initiative is required.
- Intermittent power cuts compel the college authority to use diesel-powered generators leading to air pollution. Hence, the support of the Government and NGOs is required regarding finance.

File Description	Document
Best practices as hosted on the Institutional website	View Document
Any other relevant information	View Document

7.3 Institutional Distinctiveness

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words.

Institutional Distinctiveness

Suren Das College, Hajo, established on 29th August 1979, is the only nerve centre of higher education in the greater Hajo area. The college was known as Hajo Anchalik College and was housed in the place of S.B.S.K.R. Higher Secondary School, Hajo. Various organizations contributed in different ways to the development of the college. No.1 Hajo Gaon Panchayat Samabay Samity donated the Science Building of the College. Again, the family of Late Suren Das, a philanthropist, donated the existing Arts Building.

As the vision of the college is to empower the rural masses, the college has prioritized enhancing employability of our students by way of skilling and giving them proper direction. The college has efforted creating an entrepreneurial mindset and innovative ideas among our students.

- To enhance the employability of the students, the College introduced various courses like Cutting and Knitting, BCA, PGDCA, B.VOC and various Add-on courses.
- Information and Career Guidance Cell (ICGC) was constituted to improve knowledge, skill and entrepreneurial ability of the students. This Cell conducted a workshop on “Theatre in Education” sponsored by the NSD on 23-25 October 2017. They submitted documents of 100 students to the National Skill Development Authority of India to impart vocational training. The College signed MoU with AMTRON and 78 students were admitted for a one-year course on ADCA during 2018-19. After successful completion of training offered by the Institute of MSME Tool, Guwahati, 18 students got employment at various companies. A “Job Mela” was organised on 22nd March, 2021. On 24th March, 2021, a Student Motivation & Interaction programme was organized. A campus selection programme was organized on 05/01/2022 for a certificate course on Graphics & Web-Designing offered by TOOL Room, MSME, Guwahati and 70 students were selected. Recently, a student got an appointment at Tata Consultancy Services, Hyderabad.
- The NSS Unit conducted various programmes like Career Orientation Programme, seminar on “Employment Enhancement Techniques”, motivational programme on “Entrepreneurship”, Training Programme on “Soft Skills and Career Counseling” etc. at different times.
- The Education Department organized a coaching programme for the TET aspirants and a Guidance Programme on “Writing Biodata and Facing an Interview.” Besides, orientation programme on Civil Services and Competitive Examinations was organized by the IQAC on 30/12/2021. A

motivational programme on entrepreneurship was organized on 07/02/2020.

- Surveys on the brass-metal industry of Hajo were conducted by the IPR Cell and Assamese Dept. respectively.
- Study materials were supplied to the students as part of the implementation of online teaching-learning methods provided during the Covid-19 pandemic which helped them to explore their skills in using online materials.

In an effort to give exposure to the students in a systematic way, the college took up the following flagship programmes under govt. initiatives.

Institution's Innovation Council (IIC)

The Ministry of Education has established the Innovation Cell (MIC) to foster innovation at higher educational institutes. In 2018, MIC launched the Institution's Innovation Council program in collaboration with AICTE for higher educational institutions to promote innovative skills among students. In this, each of the participating institutes was asked to set up IIC and carry out the prescribed activities. Our college also participated and set up the IIC on 21 Nov. 2018 and carried out the prescribed activities. From 10000 applicants, 1000 Higher Education Institutions were selected for the establishment of such councils.

Vision

- 1.To systematically foster the culture of innovation among the students and to give them a proper platform for expressing their innovative ideas and skills in different fields.
- 2.To encourage, inspire and nurture young students by supporting them to work with new ideas.

Major Thrust

- Application of innovative ideas in the field of agriculture and rural development.
- Creation of a vibrant local innovation promotion ecosystem in the college campus.
- Encouraging the students to develop entrepreneurial abilities by organizing seminars and workshops on developing innovative skills
- To prepare the institution for the ARIIA framework.

Achievements

The IIC of the College took part in the "Idea Competition" organised by IIC, MHRD in 2018-19. A group of our students presented a Proof of Concept entitled "Innovative Agricultural Practice". The IIC received the **Double Gold Star Rank** from MHRD and got recognition in the band "PERFORMER" under the category "General (Non-Technical)" in ARIIA, 2021. In a five-point scale of ranking the college achieved three-point status.

Yuva Arohan

Yuva Arohan is a project of Govt. of Assam which was proposed in the budget of 2019 by the Finance Minister of Assam. Udhayam Learning Foundation and Kamrup District Administration conducted the pilot project by including Suren Das College as an academic partner along with 6 other colleges.

Vision

- 1.To develop the entrepreneur mindset among the students by giving them specified course modules on life skills, communication skills and self-belief.
- 2.To give them a proper platform for expressing their entrepreneurial skills in different fields and to make them job givers instead of job seekers.

Major Thrust**The main thrusts of the scheme are-**

- 1.Creation of innovative ideas in the field of rural enterprises and agro-based industries.
- 2.Making students self-sufficient by nourishing their entrepreneurial skills.
- 3.Helping students to get better employment opportunities in different fields.

Achievements

- Suren Das College is one of the 7 selected colleges of Assam for conducting a pilot project for Yuva Arohan. Mr. A.M Choudhury, Asstt. Prof. of the college was a member of the s pilot project and 35 students of the college successfully completed the training programme of the pilot project. The Govt. of Assam decided to implement the Yuva Arohan project in 22 colleges in the Kamrup district and the College is in the position of role model in the project.
- Subsequesntly, seven faculty members participated as facilitators in a 3-day training program of Yuva Arohan organised by the Kamrup district administration. All of them received appreciation cum recognition letters from DC, Kamrup, Assam.

File Description	Document
Appropriate web in the Institutional website	View Document
Any other relevant information	View Document

5. CONCLUSION

Additional Information :

- The College has Krishna Kanta Handique State Open University (KKHSOU) Study centre offering UG, PG, certificate and diploma programmes. The NAAC Peer team coming for accreditation purpose of KKHSOU visited college study centre on 17.12.2021.
- The college has Cells and Committees under the umbrella of IQAC like Academic Cell, Anti Ragging Cell, Grievances Redressal Cell, Gender Sensitisation Against Sexual Harassment Cell, Innovation and Intellectual Property Cell, etc.
- The College has a Laboratory for V.voc programme in MLT.
- The faculty members have published quality research articles in Scopus Indexed and UGC Care listed journals and in books with ISBN. The College has published two books on environment and two souvenirs with ISBN, two college magazines and six Newsletters during last 5 years.
- The College has an innovation and incubation ecosystem under which the activities of IIC, NISP and other innovation related activities are done. As recognition the college has received the status of institution of “Performer Stage” from MOE, Govt. Of India
- The college has Gender Sensitisation against Sexual Harassment, policy for inclusion of persons with disabilities, policy on environment and energy issues, etc.
- The College prepared perspective plan for 2016-2021 and going to submit Institutional Development Plan (IDP) for the next 15 years as per govt. instruction for NEP implementation.
- The college emphasises on outcome based education. Add-on courses are offered like cutting, knitting and Basic Computer Application
- The College has been involved in community centric activities and it has adopted a village and two schools also.
- The College emphasises imparting value based education
- The College has collaboration with skill enhancing centres like AMTRON, MSME Tool Room, etc.
- The College receives eminent persons from time to time. Eminent Persons like Bhatnagar Awardee Professor Bedanga Das Mohanty (from NISER, Bhubneswar), Education Advisers to the Government of Assam, Addl. Chief Secretary to the Govt. of Assam. V.Cs of different Universities, Tamas Gemes from Hungary and some others visited the college. Hon’ble Cabinet Ministers to the Govt of Assam visited the college on various occasions.
- The College has fulfilled the recommendations of the NAAC during the Last Cycle.

Concluding Remarks :

From the very beginning the college has been involved in imparting quality education to the students as well as fulfilling the visions of those noble souls who established the college. The College has strived to achieve benchmarks in quality educations. During the last five years, from a single Arts Stream college, we have successfully become a multi stream college with introduction of different courses like B.Sc, B.Voc, BCA, PG in Political Science under Gauhati University, etc. The college is constantly engaged to empower the rural youths by providing them education and training to enhance their skills and employability.

As part of our commitment to the locality, the college has taken various initiatives to empower and enrich the surrounding areas.

The college shall establish itself as full grown tree with proper implementation of NEP, 2020 which will help achieving the large Vision of the Institution.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																								
1.2.1	Number of Add on /Certificate/Value added programs offered during the last five years Answer before DVV Verification : 16 Answer After DVV Verification :11																								
1.2.2	Percentage of students enrolled in Certificate/ Add-on/Value added programs as against the total number of students during the last five years 1.2.2.1. Number of students enrolled in subject related Certificate/ Add-on/Value added programs year wise during last five years Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>105</td><td>40</td><td>124</td><td>140</td><td>127</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>105</td><td>0</td><td>124</td><td>140</td><td>127</td></tr></table>					2021-22	2020-21	2019-20	2018-19	2017-18	105	40	124	140	127	2021-22	2020-21	2019-20	2018-19	2017-18	105	0	124	140	127
2021-22	2020-21	2019-20	2018-19	2017-18																					
105	40	124	140	127																					
2021-22	2020-21	2019-20	2018-19	2017-18																					
105	0	124	140	127																					
1.3.2	Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year) 1.3.2.1. Number of students undertaking project work/field work / internships Answer before DVV Verification : 897 Answer after DVV Verification: 730 Remark : The revised data is updated																								
5.1.3	Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years 5.1.3.1. Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years Answer before DVV Verification: <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>185</td><td>610</td><td>99</td><td>190</td><td>110</td></tr></table> Answer After DVV Verification : <table><tr><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td><td>2017-18</td></tr><tr><td>185</td><td>610</td><td>99</td><td>190</td><td>0</td></tr></table>					2021-22	2020-21	2019-20	2018-19	2017-18	185	610	99	190	110	2021-22	2020-21	2019-20	2018-19	2017-18	185	610	99	190	0
2021-22	2020-21	2019-20	2018-19	2017-18																					
185	610	99	190	110																					
2021-22	2020-21	2019-20	2018-19	2017-18																					
185	610	99	190	0																					

5.2.2 Percentage of students qualifying in state/national/ international level examinations during the last five years (eg: JAM/CLAT/GATE/ GMAT/ CAT/ GRE/ TOEFL/ Civil Services/State government examinations)

5.2.2.1. Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ Judicial Services/Public Prosecution services/All India Bar Exams/State government examinations) year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	2	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

5.2.2.2. Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year wise during last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	2	0	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18
0	1	1	0	0

5.3.1 Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

5.3.1.1. Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

Answer before DVV Verification:

2021-22	2020-21	2019-20	2018-19	2017-18
4	0	0	3	0

Answer After DVV Verification :

2021-22	2020-21	2019-20	2018-19	2017-18

3	0	0	3	0
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2.Extended Profile Deviations

ID	Extended Questions
1.1	Number of teaching staff / full time teachers during the last five years (Without repeat count): Answer before DVV Verification : 51 Answer after DVV Verification : 46